

**HOMELESS CONTINUUM OF CARE OF STARK COUNTY
BOARD MEETING
Tuesday, March 10, 2020
9:30am at the Community Campus at Goodwill
Meeting Minutes**

Members Present

Lynne Dragomier
John Aller
Lisa Warden
Steve Inchak
Rollin Seward
Maria Heege
Julie Sparks
Shannon McMahon Williams
Beverly Lewis
Marty Chumney
JoAnn Breedlove
Shirene Starn-Tapyrik

Members Not Present

Captain John Gabbard
Kim Kroh
Cathy Jennings
Danelle Lightner

SHNI

Marcie Bragg
Melissa Terrell

I. Welcome and Introductions

At 9:34 a.m., Marcie Bragg, Board Chair, called the meeting to order and welcomed everyone.

II. Conflict of Interest Policy

Marcie reminded Board members of the conflict of interest policy and asked Homeless Continuum of Care of Stark County (HCCSC) Board Members to abstain from voting, when necessary, to avoid any conflicts. Today's agenda includes approval of Emergency Solutions Grant (ESG) award recommendations and any Board member representing an agency that receives or is applying for ESG funding will need to remove themselves from the meeting prior to discussion.

III. Approval of February 2020 Meeting Minutes

Motion: Marcie requested a motion to approve the February 2020 Homeless Continuum of Care of Stark County Board meeting minutes as presented. Shannon motioned to approve. Rollin seconded the motion and it was carried by all members present.

IV. Review of Revised FY2020 Local Continuum of Care Competition Process and Documents

Marcie discussed the FY2020 Local Application Competition process with Board members. The process for FY2020 is slightly different than from previous competitions. As per the Homeless Continuum of Care of Stark County (HCCSC) Governance Charter, all Local Continuum of Care (CoC) competition documents must be reviewed and revised by the Recipient Approval and Evaluation Committee (RAEC) and presented to HCCSC Members for review and comment prior to the HCCSC Board's approval of the documents. The Local Application Timeline, which Board members will have the opportunity to review today, indicates that the HCCSC Board will approve all CoC Local Application competition documents during the April HCCSC Board meeting. The Local Application Timeline was created by the RAEC prior to the knowledge of a COHHIO conference conflicting with the April HCCSC Board meeting. Due to several Board members attending the annual COHHIO conference, the April HCCSC Board meeting will be cancelled. The April agenda items have been added to the March agenda. Marcie proposed reviewing the revised FY2020 Local CoC Competition documents with Board members during the March meeting and seeking approval by an email vote from HCCSC Board members.

a. Application

- i. There were only a few substantial revisions made to the application. These revisions included: agencies that are applying for New/Bonus Expansion awards to expand a current Continuum of Care funded project will be scored based on the renewal project's Performance Outcomes and monitoring outcomes in addition to the new project scoring criteria; Performance Outcomes for Employment and Non-Employment will be calculated by the Collaborative Applicant; New Project narratives include a request for information specific to victim service providers; Statement of Work has new inquires specific to HMIS for data analysis to improve system processes / outcomes; and HMIS has been excluded from completing sections in the Summary Budget (this changes mirrors revisions to the ESG funding application). Other changes to the application were minimal, such as updating dates and/or language.

At the time of 9:38am, Shirene Starn-Tapyrik entered the meeting.

b. Scoring Criteria and Score Sheet

- i. There were a few substantial revisions made to the scoring form. These revisions included: Agencies that are applying for New/Bonus Expansion awards to expand a current Continuum of Care funded project will be scored based on the renewal project's Performance Outcomes and monitoring outcomes in addition to the new project scoring criteria; Performance Outcomes for Promoting Housing Stability & Length of Stay in Housing exclusions no longer include institutions (this revision is to maintain consistency with HUD measures); Bonus points for attending the Application Workshop will be included in the Participation with HCCSC & Commitment to Staff Development criteria. Other changes to the scoring form were minimal, such as updating dates and revisions to language that reflects changes in the SAGE HMIS Reporting Repository Annual Performance Reports (APR).

At the time of 9:38am, Lynne Dragomier entered the meeting.

c. Timeline (See Attachment 1)

- i. Marcie provided the Board members with a copy of the Local Competition Timeline. The Timeline presented specific deadlines for applicants, RAEC and HCCCSC Board review/approvals, and Collaborative Applicant. The HCCSC Board is scheduled to approve the CoC Local Application competition documents during the April Board meeting; as previously mentioned, the April 14, 2020 HCCSC Board meeting will be cancelled due to the COHHIO conference. The HCCSC Board will submit an email vote to approve the documents prior to the April 14th deadline, and therefore, the HCCSC will meet the documentation approval deadline.

Motion: Marcie requested a motion to hold an email vote to approve the FY2020 CoC Local Application, FY2020 Scoring Criteria and Score Form, and FY2020 Local Competition Timeline. Shirene motioned to approve. Lisa seconded the motion and it was carried by all members present.

V. Update on Strategic Planning Objectives

a. Housing Investment Need (HIN)

- i. During previous HCCSC Board meetings there has been discussion regarding the HIN to end homelessness in Stark County. Marcie recommended starting a Strategic Planning Advisory Committee focused on Stark's HIN and invited interested Board members to join the committee. Board member Julie Sparks recommended inviting Ryan Landi with Testa Companies to provide an overview of Low-Income Tax Credit projects; Ryan has worked in Stark previously with Julie on Arbor Ridge and with Amanda Fletcher on Hunter House. The Strategic Planning Advisory Committee (SPAC) met on February 18, 2020 to discuss the HIN in Stark. Attendees included Cathy Jennings, Julie Sparks, Natalie McCleskey, Shannon McMahan Williams, Marcie and Melissa, and guest Ryan Landi of Testa Companies. Testa Companies is located in Cuyahoga Falls and is a for-

profit, family owned/operated entity which focuses on development architecture and management of low income housing tax credit projects. There are currently 38 employees, 4 of which are architects. Ryan gave an overview of the Low-Income Housing Tax Credits (LIHTC) and his previous experience with Stark County's projects. He also discussed the two ways that Testa could assist the HCCSC in reaching the HIN goals: 1) Consulting; and 2) Developer. Ryan stated that in a LIHTC project, the minimum number of units is 24 and Stark would need to gain a commitment from Stark Metropolitan Housing Authority (SMHA) to supply Project Based Vouchers (PBV); without PBV's, LIHTC projects cannot be achieved. The Strategic Plan identified a need for 54 new PSH units, but Stark will need to consider the current state of New Beginnings (26 units) and Cherry Grove (20 units); total potential need is 100. Ryan discussed efficiency and effectiveness creating two projects vs. one larger project. With a larger project, there would be more funding available for on-site security and may be a more effective model than two smaller projects. There are some factors that Stark will need to consider when moving forward such as the project location and the safety of participants. The SPAC identified the following next steps: Determine location (efficient to have all 54 in one place but will one location work); Determine if the project will be two sites (cannot be under 24 units for LIHTC); Gain Project Based Voucher commitment from SMHA before applying for LIHTC; Determine what agencies will be involved; and Determine how will the property be managed. The property management will need to be certified to operate a LIHTC. The approximant timeline to accomplish these tasks is as follows: 2/2021 LIHTC application; Award announcement 5/21; Starting building process 12/21; Close end of March 3/22; Project Completed 5/23. The Board heard the Executive Committee's views on Ryan's previous experience in Stark. Ryan, Testa Companies, has a strong reputation and experience navigating more difficult tasks such as zoning and/or creating buy-in with communities in order to create LIHTC projects. The Executive Committee suggested that areas such as Jackson and North Canton be areas of interest when/if the LIHTC project is created. It was recommended to discuss SMHA's process for distribution of PBV's to community partners. During the next meeting, Marty of SMHA will be in attendance and the PBV process can be discussed. The SPAC will need to determine which providers have the capacity to administer the grant and which providers would need to be LIHTC certified. The Executive Committee recommended that Marcie send out a Letter of Interest or information to see which providers may be interested; it may be a possibility for the SHNI to fund trainings associated with the certification process. Additional attendees were identified to invite to the next meeting which includes a representative from Coleman, Marty, Shirene, any Executive Committee members, and Jeannie Cool of StarkMHAR.

b. Veteran Coordinated Entry Process

- i. Stark currently has 6 Veteran Administration (VA) funded Transitional Housing (TH) contract beds and will be gaining 16 more VA TH contract beds upon completion of a building rehab. Additionally, Stark has 55 HUD VASH vouchers that are currently not entered in the HMIS. This is a total of 77 units that Veterans have access to in Stark. Veteran agency partners have agreed to utilize the Coordinated Entry process for Veteran referrals into these projects. The Veteran partners, Homeless Navigation, SMHA and SHNI met on February 21st to discuss the Veteran flow through Coordinated Entry for the VA TH contract beds and the capacity to enter HUD VASH into the HMIS database. The agreement to utilize Stark's Coordinated Entry process will allow for Stark to have more local control over the Veterans that will enter into these projects. Veterans will be prioritized based on severity of needs and will be referred out to projects based the need for HUD VASH Permeant Supportive Housing (PSH), VA TH, and Supportive Services for Veteran Families (SSVF) Rapid Rehousing (RRH). Additionally, this process would limit the time spent on assessments and lessen the length of time homeless because the Veteran would be pre-assessed as eligible for a specific project type. During initial conversations with Veteran partners, it was noted that the Veteran Service Commission (VSC) should be included in conversations due to their unique Operation Homebound

project in Stark. The Veteran partners (including the VSC), Homeless Navigation, SMHA and SHNI will be meeting on March 12th to discuss the VA's TH Veteran flow through the system. These same organizations will meet on March 25th to further discuss entering HUD VASH vouchers into the HMIS.

VI. Health Preparedness for Homeless Assistance Providers (See Attachment 2 &3)

Due to the current response to COVID-19, HUD has provided guidance for *Preventing & Managing the Spread of Infectious Disease Within Shelters* and *Infectious-Disease-Toolkit-for-CoCs-Preventing-and-Managing-the-Spread-of-Infectious-Disease-for-People-Experiencing-Homelessness*. Marcie distributed the guidance and toolkits to Board members via email prior to the meeting. The HUD guidance is meant to open up conversation regarding methods for Stark County as we move forward with COVID-9 responses. A sub-committee will be created to focus on public health with providers and property management.

Discussion: HCCSC Board members discussed providers' current response to COVID-19, whether or not agencies have pandemic policies, and what screening questions are being asked at the Homeless Navigation "Hotline" level. Board members suggested that that HCCSC adopt CDC screening questions for Coordinated Entry intake / project intake and abide by CDC hygiene guidance. Board members recommended connecting with the local health departments for inclusion in Stark County's COVID-19 response process. There will be an emergency shelter meeting on Friday; topic recommendations made by Board members will be discussed during the Friday meeting.

V. Old Business

- a. April HCCSC Board meeting has been cancelled due to the COHHIO conference.
- b. HCCSC Members meeting will be held on Monday, March 16th, 2020.
- c. Infectious Disease Preparedness for Homeless Assistance Providers and Their Partners – Webinar – March 10, 2020 at 3:00 PM EDT
- d. Cheli Curran is no longer with Domestic Violence Project, Inc. and is not an active HCCSC Board member.

VI. New Business

- a. Shirene informed the Board members that Governor DeWine is putting funding back into the state budget for youth related services which could include homeless prevention activities, student school wellness programs, and/or assistance for families on the verge of eviction, etc.

At the time of 11:15am, Julie Sparks and Shirene Starn-Tapyrik exited the meeting.

VII. Review and Approval of FY2020 Emergency Solutions Grant (ESG) Award Recommendations

Shannon, Recipient Approval and Evaluation Committee (RAEC) chair, led the Board members through the ESG funding recommendations. As per HCCSC policy C.8. *Procedures for Inviting and Reviewing Applications for City of Canton ESG Funding*, a small group of the RAEC is required to meet to review, score, and rank project applications. At a minimum, a representative from the City of Canton, RAEC and Collaborative Applicant must be included in the small group review; the small group review is presented to the full RAEC for approval to forward the recommendations to the HCCSC Board. The City of Canton received five applications, one of which did not meet threshold requirements and was unable to be considered for funding, and another application was not included in the ranking. The application not included in the ranking was based on the project's inability to spend the total award amount for several years. The RAEC recommendation was based on an ESG funding amount of \$213,000; however, the City of Canton has been informed that their ESG funding award for FY2020 is \$227,000; the RAEC allocated the remaining funds as described below.

The RAEC is recommending the following FY2020 Emergency Solutions Grant Application Scores, Ranking and Funding Allocation:

1. Stark County Mental Health and Addiction Recovery, *Stark County Homeless Management Information System (HMIS)*: 35 out of 45 points available (77.8%) - \$21,788 (increase the award amount to \$22,700 from \$21,888 based on the fact that the project was ranked first and the proposed amount equals 10% of the total funding available)
2. ICAN Housing, *Homeless Prevention*: 58 out of 95 points available (61%) - \$99,613 (increase the award amount to \$113,879; the award amount increased by \$14,266 and this amount would be applied to the rental assistance budget line item)
3. Domestic Violence Project, Inc., *Canton Emergency Shelter Program*: 50 out of 95 points available (52.6%) - \$73,396

Total for All Four Ranked Applications: \$194,797 (\$209,975)

Total Estimated Amount Available through 2020 ESG Program: \$197,025 (\$209,975)

The decision to award the majority of the remaining amount to ICAN is based on the HCCSC's strategic focus on homeless prevention and the additional dollars being allocated to rental assistance as opposed to operations or personnel expenses.

Motion: Marcie requested a motion to approve and forward to the City of Canton the Recipient Approval and Evaluation Committee's FY2020 Emergency Solutions Grant recommendations. Lynne motioned to approve. Marty seconded the motion and it was carried by all members present.

VII. Adjournment

With no further business to be discussed, at 11:31am, the meeting adjourned.